

BYLAWS – AMENDMENT INCORPORATED

Department of Music
Duke University

Adopted December 8, 1994
Amended December 7, 1995

Preamble

The Department of Music is subject to the Bylaws of Duke University and its rules for governance. These bylaws, therefore, are, in all cases, superseded by the current edition of the *Duke University Faculty Handbook* and *The Duke University Procedures for Appointments, Reappointments, and Promotions in Arts and Sciences*.

Article I. Definition of Faculty Membership and Voting Rights

Section I. Qualifications

The rank and status of faculty are defined by contractual agreement with Duke University.

Section II. Classes of Members

Regular-rank faculty with primary appointments in the Department of Music vote on all questions before the faculty, except in some personnel matters, as defined below. Faculty who have held primary regular rank appointments in the Department and subsequently hold joint appointments continue to have full voting privileges in the Department.

In exceptional cases, the faculty may vote, by two-thirds majority, to give voting privileges to regular rank faculty with primary appointments in another unit. Before such a vote, the candidate's credentials will be made available to the voting faculty.

Faculty not in regular ranks, having held contracts of twelve months or longer in the Department of Music for at least three years, vote on all business except personnel matters. For personnel matters, they may be excluded from the meeting at the discretion of the Chair.

Two student representatives are elected each year: one by undergraduate music majors and one by graduate students in music. The student representatives vote on all business except personnel matters. For personnel matters, they may be excluded from the meeting at the discretion of the Chair.

Departmental faculty who are not listed above are welcome to attend meetings and participate in discussion but may not vote. For personnel matters, they may be excluded from the meeting at the discretion of the Chair.

Staff members in the Department of Music are welcome to attend meetings, but may not vote. They may be excluded from the meeting at the discretion of the Chair.

A member must be present to vote, but it is departmental policy to consult absent members on important issues. For votes on personnel issues, University policy on absentee votes will be observed.

Article II. Appointments

Section I. Adjunct and Visiting: Adjunct and visiting appointments and renewals are made by the Chair, after consultation with appropriate faculty when possible.

Section II. Part-time: New appointments and non-renewals of part-time faculty are made by the Chair after consultation when possible with appropriate faculty.

Section III. Regular Rank

A. Initial Appointments

When a regular-rank appointment has been authorized the Chair draws up a description of the position in consultation with the Policy Committee and other appropriate faculty, for the approval of the appropriate Dean. The Chair arranges to advertise the opening. The Chair also nominates, for the approval of the Dean, a Search Committee to assist in the screening of applicants.

The candidates' files are confidential and are available only to those responsible for decisions concerning the appointment, in accordance with University guidelines. These files are to be discussed only among those responsible for voting on the appointment.

The deliberations of the Search Committee are confidential. The Search Committee ultimately selects some few candidates to be invited for interviews, in accordance with the University Guidelines found in the *Duke University Procedures for Appointments, Reappointments and Promotions in Arts and Sciences* and instructions from the Dean.

1. The Search Committee makes a report to the Chair who in turn makes it available for the information of the faculty voting on the appointment.
2. The Chair forwards the report and Curriculum Vitae of candidates to be invited to the Dean.
3. With the Dean's approval, candidates are invited for interviews. When only one candidate can be invited for a visit, the faculty at or above the level at which the appointment is to be made must approve the Committee's choice of candidate. The interviews should include a demonstration of teaching ability and a lecture or recital.
4. Following interviews, the Search Committee makes a recommendation to the faculty.
5. Regular rank faculty are invited to discuss the candidates and vote on the recommendation of the Search Committee.
 - a. If the appointment is to be made in tenured or tenure track ranks, a second vote is taken by those in tenured or tenure track ranks at or above the level at which the appointment is to be made.
 - b. If the appointment is to be made in regular non-tenure track ranks then a second vote is taken by all regular-rank faculty at or above the level at which the appointment is to be made.
6. The Chair's report to the Dean includes a record of all votes taken.

B. Renewals and Promotions

Initial appointments without tenure are generally for a four-year period ending August 31 of the fourth year. The faculty member is reviewed in the penultimate year of the contract in accordance

with the *Duke University Procedures for Appointments, Reappointments, and Promotions in Arts and Sciences* and in accord with other departmentally-developed criteria approved by the Dean and the Provost for the various ranks.

For renewal or promotion the Chair nominates a review committee for the approval of the Dean. Eligibility for committee membership is defined by university policy. The principle of non-peer review is maintained, i.e. members must be above the current rank of the candidate. An exception is made in the case of renewal reviews of full professors of the practice of music, who are reviewed by a minimum of five faculty members holding the title Professor or Professor of the Practice (if necessary including faculty members from outside the department). Renewals and promotions in tenure-track ranks are reviewed only by tenured faculty of higher rank(s) than the candidate.

Following the Committee's recommendation, the eligible faculty, as defined by university policy, vote. The Chair makes a recommendation to the Dean. The Dean offers the faculty member a renewal or termination. The Chair informs the faculty member and if a renewal is offered, summarizes the advice of the review committee to enable the faculty member to improve his/her work before the next review. When the department's recommendation regarding promotion or retention is unfavorable, the Chair, following university policy, informs the Dean and the Candidate of the recommendation and of the reasons for it.

Requests for consideration for promotion may be initiated by the candidate, the Chair, or the review committee at any time. The Chair will then inform the Dean of the Request. Regular-rank non-tenure-track faculty members may be renewed without promotion.

The Department shall keep easily available an up-to-date file of all procedures relevant to renewals and promotions.

Article III. Officers

Section I. Chair

A. **Selection:** The Chair of the Music Department is appointed according to procedures of the *Faculty Handbook* (I/4). If a person external to the University is considered, a vote of all regular rank faculty is taken.

B. **Term:** A Chair normally serves a three-to-five year term. After due consultation with the Department, the Dean decides whether or not to reappoint. Normally the Chair will serve no more than two consecutive terms.

C. Duties:

1. Serves as official link between the Department and the university administration and presents departmental needs, objectives, and evaluations of achievement to the dean of the faculty and transmits administration policy to departmental colleagues.
2. Presides at department meetings.
3. Proposes, to the appropriate dean, appointees for the positions of Director of Undergraduate Studies and Director of Graduate Studies.
4. Oversees departmental advising.
5. Oversees departmental committees and appoints them except for the Policy Committee for which s/he nominates one member (see Article VI).

6. Arranges the schedule of courses and teaching assignments with the advice of the DUS and DGS and in consultation with the faculty.
7. Prepares the annual budget proposal and oversees the expenditure of departmental funds.
8. Leads departmental planning and develops a five-year plan.
9. Oversees the faculty recruitment process.
10. Manages faculty promotion reviews.
11. Evaluates all departmental faculty annually. Service in the department and the University is an important component of employment at Duke University and is one of the areas evaluated along with teaching and scholarly/artistic accomplishments.
12. Arbitrates departmental disputes.
13. Assigns duties to the departmental faculty and staff.
14. Meets regularly with the DGS, the DUS, and the DP.

The Chair has responsibility to ensure excellence in the faculty.

1. The Chair presents evaluations of the achievements of the faculty to the Dean of the Faculty.
2. The Chair takes initiative in determining departmental needs and faculty prospects.

To insure the proper atmosphere, the Chair carries out the various functions of the job in consultation with the faculty of the Department as appropriate. In the event of substantial differences of opinion among the faculty, the Chair presents summaries (which are reviewed by the voting faculty) of all pertinent arguments for a final decision by the Dean of the Faculty.

Section II. Director of Graduate Studies

A. Selection. The Chair proposes an appointee for the position of Director of Graduate Studies (DGS) to the Dean of the Graduate School.

B. Term. The normal term for a DGS is three years.

C. Duties. The Director of Graduate Studies:

1. Oversees the academic and financial administration of the graduate program.
2. Serves as primary link between the department and graduate students and the department and the Graduate School.
3. Calls and chairs meetings of the Graduate Faculty.
4. Supervises the recruitment process.
5. Coordinates graduate admissions and determines fellowship awards in consultation with the graduate faculty.
6. Advises graduate students, or may delegate this duty to various faculty.
7. Coordinates graduate course offerings in consultation with the Chair and DUS.
8. Oversees the administration of examinations.
9. Recommends the dissertation committees for the approval of the Dean of the Graduate School.
10. Monitors students to assure compliance with university requirements.
11. Is responsible for the music section of the graduate bulletin in consultation with the Chair.
12. In consultation with the Graduate Faculty, revises the Handbook for Music Graduate Students.
13. Meets regularly with the Chair, the DUS and the DP.

Section III. Director of Undergraduate Studies.

- A. Selection: The Chair proposes, to the Dean of Trinity College, an appointee for the position of Director of Undergraduate Studies (DUS).
- B. Term: The normal term for a DUS is three years.
- C. Duties:
1. Recommends to the Chair undergraduate course offerings for the following academic year.
 2. Consults with the Chair and the Director of Graduate Studies to coordinate faculty teaching assignments.
 3. Draws up the schedule for undergraduate and graduate courses subject to the chair's approval.
 4. Draws up the listing of courses and assignment of faculty for the purposes of the annual budget.
 5. Acts as the Department's liaison for undergraduate matters with the Dean of Trinity College and Vice Provost for Undergraduate Education, the Registrar, the Bursar, the Associate/Assistant Dean for the Humanities, the Director of the Pre-Major Center, the University Curriculum Committee, the University Committee on the First Year, the University Committee on Honors and others at Duke outside the Department.
 6. Acts as the Department's liaison with those outside the University who inquire about the undergraduate program.
 7. Is responsible for the listing for the Music Department (staff, course offerings, major minor, scholarships and financial aid administered by the Department, and other information) in the *Bulletin of Duke University: Undergraduate Instruction*, the *Bulletin of Information for Prospective Students*, the *Official Schedule of Courses*, the *Academic Guide for First-Year Students*, and other University Publications.
 8. Supervises approval of new and cross-listed courses.
 9. Serves as the primary link between the Department and undergraduate students and in some cases concerning music majors or minors or students enrolled in music between the University and undergraduate students.
 10. Approves requests for independent study for undergraduates in music literature, history, theory, and composition.
 11. Approves undergraduate courses in music to be taken abroad or already taken abroad and courses in music to be taken outside Duke or already taken outside Duke.
 12. Approves advanced placement in music and/or exemptions from any of the requirements for the major and minor.
 13. Supervises the advising of undergraduate majors and minors.
 14. Monitors students to assure compliance with university requirements, including completion of major or minor for graduation.
 15. identifies students eligible to work towards graduation with distinction in music and graduation with Latin honors by project, sets up departmental *ad hoc* committees to supervise them and on successful completion of the project recommends the award to the appropriate University officials.
 16. Together with the Chair nominates candidates for Faculty Scholar.
 17. Is responsible for overseeing the editing of the Handbook for Music Majors.
 18. Meets regularly with the Chair, the DGS, and the DP.

Section IV. Director of Performance

- A. Selection: The Chair proposes, to the Dean of Trinity College, an appointee from among the professor of the practice ranks for the position of Direction of Performance (DP).
- B. Term: The normal term for a DP is three years.
- C. Duties:
 1. Meets regularly with the Chair, the DGS, and the DUS.
 2. Convenes meetings of faculty in performance and represents the interests of faculty in performance to the Chair, DGS, and DUS.
 3. Serves as a member, ex-officio, of the Policy Committee.
 4. Is responsible for supervising and maintaining the academic integrity of the teaching program in performance.
 5. Monitors with appropriate faculty, the quality of undergraduate recitals and concerts.

Article IV. Meetings

The Chair shall call a department meeting during the first month of classes in the fall semester. Other meetings are convened whenever the Chair deems it advisable, when a departmental committee requests one, or upon the written request of six of the voting faculty.

Just as faculty are expected to meet their classes, attendance at all department meetings, including graduate faculty meetings, committee meetings, and *ad hoc* committee meetings, as appropriate, is expected of all regular-rank faculty. In view of the need to conduct departmental business, faculty are expected to keep a designated hour free for meetings with a minimum of one week's notice.

Article V. Curricula for the Undergraduate Major and Minor

Within university guidelines, the voting faculty decide the number and general nature of courses required for the major and minor. Proposed changes to the major or minor curriculum are presented by the undergraduate curriculum committee (see below) for discussion and approval by all regular-rank faculty.

Article VI. Policy Committee

- Section I. Composition: The Policy Committee consists of eight members:
Four ex officio members: Chair, DUS, DGS, and DP
One member of tenured or tenure-track rank
One member from among the ensemble directors
One member from among the regular non-tenure-track ranks (not an ensemble director)
One member at large, proposed by the Chair and elected by the Policy Committee to help ensure balance.

The elected members are chosen by ballot from a list of nominees that must be announced at least twenty-four hours prior to the meeting at which the voting is to take place. Regular rank faculty in the Music Department are eligible to vote and serve.

Elected members serve for three years. Their terms are staggered so that at least one, and not more than two, are elected each year. When an elected member goes on leave his/her period of leave is subtracted from the three-year term and an election is held to fill the place during the period of leave.

Section II. Powers of the Policy Committee: The Policy Committee advises the Chair on matters of departmental policy, planning and priorities. As the primary elected body within the department, its membership is entrusted with representing the interests of the entire faculty in its advice to the Chair. All members except the Chair are considered voting members of the Policy Committee.

Section III. Meetings: The Policy Committee meets at least once a month during the academic year.

Article VII. Standing Committees

Service on university and departmental committees is expected of all faculty members. Service, research/performance, and teaching are all components of annual faculty evaluations for salary.

Section I. Undergraduate Curriculum

The Undergraduate Curriculum Committee is concerned with the development of the undergraduate curriculum in its many facets. These include proposals for changes in the curriculum for music majors and minors, all proposals for all new courses or substantial revisions of current courses. After deliberation it makes recommendations to the faculty as a whole (see Article V above), to the individual instructors, or to the Chair, as appropriate. The DUS serves on the Curriculum Committee.

Section II. Facilities

The Facilities Committee decides appeals of decisions about permitted uses of the facilities. This committee should work closely with department staff to ensure proper support of all facilities and events.

Section III. Honors and Awards

The Honors and Awards Committee publicizes opportunities to apply for the honors and awards offered by the Music Department, the Institute of the Arts, and the University, decides the procedures for giving departmental awards, chooses those to be honored, and arranges for the awards to be given. For awards offered by the University, including graduate with distinction and Latin honors by project, the Honors Committee is responsible for recommending departmental candidates to the DUS.

Section IV. Library

The Library Committee is the department's liaison with the Music Library and advises the Music Librarian about concerns of the Department.

Section V. Mueller Concert Series

The Mueller Concert Series Committee determines the content of the succeeding year's series. This committee also manages the series by contracting artists and by coordinating scheduling, publicity, ticket sales, accounting, and support with department staff members.

Section VI. Musicology Lectures

The Musicology Lecture Series invites lecturers for the series sponsored by the Mary Duke Biddle Foundation, or together with other sponsors, and manages the series.

Section VII. Piano

The Piano Committee oversees the maintenance of the pianos.

Section VIII. Recruitment and Scholarship

The Recruitment and Scholarship Committee is the department's liaison with the Undergraduate Admissions Office. As such, it should meet with the Admissions staff at least once a year. It is charged with drawing up and implementing plans for increasing enrollment of students interested in music.

This committee manages all departmentally awarded scholarships, regardless of specialty. In coordination with the Chair and DUS, the Committee publicizes departmental scholarships, arranges for evaluation of candidates, decides awards, notifies the winners, and informs the office of scholarships to be paid.

Article VIII. Graduate Faculty

The Graduate Faculty determines its own membership in accordance with the guidelines of the Graduate School. Its members vote on graduate degree requirements, subject to the approval of the appropriate university bodies. The Graduate Faculty also advises the Director of Graduate Studies on other matters concerning the graduate programs, including admissions, financial aid, and examination policies. Normally meetings are called by the Director of Graduate Studies.

Article IX. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Department in all cases to which they are applicable and in which they are non inconsistent with these bylaws and any special rules of order the Department may adopt.

Article X. Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Department by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting and has been distributed to all voting members at least one week before the meeting at which the vote is to take place.